

JOB DESCRIPTION: COMMUNITY SPECIFICATION DEVELOPMENT MANAGER



[Open Mobility Foundation Careers](#)

Description

The Open Mobility Foundation (OMF) is an open-source mobility standards development non-profit with a mission to transform the way cities manage transportation in the modern era using well-designed, open-source data standards and digital tools. We operate as a public-private partnership that brings together cities, mobility companies, and software vendors to co-create technology that facilitates digital-savvy approaches to regulation, scalable deployment of new mobility services, and the management of public space for the public good.

The Community Specification Development Manager is a strategic new role that will help drive the scaling of the OMF's global impact. The role will oversee and coordinate the OMF's ecosystem of open source data standards, working groups, contributors, and projects. The role will support the current Director of Technical Strategy. This role will focus on supporting the development and management of OMF's data specifications and technical working groups while helping maintain healthy, productive collaboration across a diverse multistakeholder community worldwide.

The Manager will work closely with the Director of Technical Strategy, the OMF team, the Technology Council, working group leadership, and community contributors to ensure effective coordination, development of specification changes, consistent progress toward deliverables, and alignment with the OMF's strategic priorities and bylaws.

This role is ideal for a technically fluent professional, comfortable with multistakeholder collaboration, and experienced with managing open source standards development processes and communities, and/or other multistakeholder community initiatives.

Job Responsibilities

Working Group & Community Support

- Under the guidance of the Director of Technical Strategy, manage existing and new OMF working groups and technical committees.
- Lead working groups, working group steering committees, and contributors in maintaining productive collaboration and steady progress toward deliverables.
- Facilitate healthy community dynamics and support conflict resolution and consensus-based decision making when necessary.
- On board new contributors and stakeholders into OMF working groups and technical initiatives, and run annual elections.
- Support recruitment and engagement of technical participants from cities, mobility companies, software vendors, and related organizations.
- Support OMF members who need specification understanding or technical assistance with MDS and/or CDS
- Support OMF members use of GitHub to contribute to issue creation and resolution, and specification use and development.

Data Specification Development

- Manage the development, maintenance, and evolution of OMF data specifications and related technical documentation.
- Manage contributor feedback, issue tracking, and consensus-building processes related to specification development.
- Triage and help craft new feature requests and updates to the specifications from the community of contributors
- Manage with GitHub repository, contribution workflows, releases, release approvals,, and documentation updates for OMF technical projects.
- Knowledge of APIs, endpoints, data standards, JSON, and writing markdown language is recommended
- Ensure that specification development aligns with OMF strategic priorities, architectural guidance, and governance processes.
- Document working groups' technical decisions, requirements, recordings, notes, action items, and implementation guidance.

Open Source Operations & Technical Coordination

- Maintain the smooth operation of open source development workflows, including GitHub repository management, issue tracking, pull request review coordination, and release preparation.
- Manage and optimize collaboration and development tools used by OMF working groups and technical committees.

- Coordinate meeting agendas, technical materials, reports, presentations, and updates for the Director, Technology Council, and Executive Director.
- Lead and be the face of regular Working Group and Steering Committee meetings
- Participate in governance meetings and technical coordination activities as directed by the Director or Executive Director.
- Provide backup support for repository maintenance, issue triage, and contribution review.

Strategic & External Engagement

- Represent the OMF within external developer, standards, and mobility communities as needed, in online webinars, in person conferences, and expert panels and workshops.
- Communicate technical progress, community developments, and deliverable status to internal and external stakeholders.
- Support efforts to promote transparency, inclusivity, consensus building, and effective collaboration across the OMF ecosystem.
- Assist in advancing strategic technical initiatives and documentation that support OMF's long-term mission and technical architecture.

Team Support & Coordination

- As a small, mission-driven organization, every member of the OMF team contributes beyond their primary responsibilities. This role is expected to approach new opportunities with flexibility, curiosity, and a willingness to support organizational priorities as they evolve.
- This role will shadow and receive mentorship and guidance from the Director of Technical Strategy, providing a direct path for possible future advancement.

Desired Qualifications

- Experience participating in or supporting open source software communities or technical standards organizations.
- Experience coordinating distributed technical teams or multistakeholder working groups.
- Experience working with local government agencies, nonprofit organizations, or public-private partnerships is preferred.
- Strong organizational, communication, documentation, and relationship-management skills.
- Ability to manage multiple projects and priorities in a remote work environment.
- Familiarity with GitHub, repository management, and collaborative software development practices.
- Understanding of open data standards, specification development, or technical governance processes is preferred.

- Familiarity with urban mobility, transportation technology, curb management, or public sector transportation policy is preferred, but other industries backgrounds are welcome where experience with data standards and community exist.
- Technical background or ability to engage effectively with software developers and technical contributors is strongly preferred.

Relevant Job Information

- A curious mind willing to learn and immerse oneself into a new niche of technical and community non-profit development of data standard for the public and private transportation sector
- Opportunity to grow into the role and take on greater responsibility as Director of Technical Strategy assumes new responsibilities
- Training will be provided on the OMF's use of GitHub, our community, our by-laws, and our role in the transportation ecosystem
- Key focus of the job requires experience in volunteer community and member management, and standards development experience
- Transportation sector experience is not required, but some standards or API understanding in another sector is required
- Willing to take risks and initiative on areas of responsibility, with an eye for detail
- Be a leader in the community, both online and at in person events
- Ability to get along with different types of people, with an unbiased community-oriented mindset

Compensation & Benefits

The OMF offers a competitive salary and comprehensive benefits package, including:

- Paid time off (PTO)
- Medical and retirement
- Flexible remote work environment
- Opportunity to work for a mission-driven non-profit and contribute to impactful work advancing the future of urban mobility

The anticipated starting annual compensation for this position is between **\$100,000 and \$130,000**, with the final offer determined by the candidate's professional background and specific expertise.

Location

The Open Mobility Foundation is a US-based, remote organization that works globally. We encourage applicants from outside the US with strong English proficiency. Ability to travel to events and meetings four to six times per year (mostly within the United States), including potential travel outside the United States, is required.

How to Apply

Email a PDF of your resume and answers to the three questions listed below (250 words max each) to Careers@openmobilityfoundation.org.

Cover letters are not required

Questions:

1. What unique perspective, experience, or strength would you bring to the OMF that may not be immediately obvious from your resume?
2. Shepherding an open source specification development community of public and private sector organizations is more than just a technical role. Describe how you have worked with multiple people and diverse stakeholders to reach consensus and build something collectively, and how you managed that community.
3. Tell us about a time you had to explain a complex technical topic to a non-technical audience. And vice versa, how you had to explain aligning high level policy goals to technical development. How did you approach this and how did you know you were successful?